

TPN 6-3-6  
in Progress

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Copy for

27 May 1954

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SE Notes

A keen group.

Notes for an oral report given  
Copies left with them.

Evident strong interest in management by Chief and Deputy Chief of Division.

Focus: How can we improve the quality of our performance ?

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Pushing a comprehensive plan to improve management as the core element in developing an outstanding area division.

Management policy

1. Clear definition of the functions of units and individuals.
2. For each supervisor -
  - a. His mission
  - b. His responsibilities and authority
  - c. His working relationships.
3. Periodically discussing with individuals their effectiveness as managers.
4. Insuring appropriate participation at all levels in planning, organizing, and evaluating operations,- the key to the development of people.
5. Developing continuing education for each member of the Division in what he needs to know to do his job well -
  - a. Agency organization and objectives
  - b. DDP organization and functions
  - c. Spotlighting the function of the Branch Chief
  - d. Strengthening Washington - field relationships
  - e. Clarifying the responsibilities and authority of the Case Officer in the field
  - f. Better utilization of de-briefing returnees.

In sum - a concise, clear statement about every six months pinpointing problems and indicating specific target objectives in management to improve the operating performance of the Division.

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